



North Dakota Department of Health HIPAA Policy

Policy Title:	Audit Controls for Electronic Information Systems	
Policy Number:	S-011	Version: 1.0
Reference:	45 CFR 164.312 (b)	
Applicability:	Division of Microbiology	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

The NDDoH will implement hardware, software and/or procedural mechanisms that record and examine an individual's activity within any electronic information system that contains or uses protected health information (PHI).

Exceptions:

None.

Procedure:

- All network logon successes and failures must be logged.
- Electronic information systems that have the ability to monitor an individual's activity must have that logging feature turned on.
- All audit logs and records must be kept for a minimum of 90 days.
- The NDDoH Information Security Officer or designee will be responsible for regularly reviewing all activity logs and reports generated by any electronic information system to ensure there was not a breach in security.

Related Forms:

None

Definitions:

NDDoH – North Dakota Department of Health

Protected Health Information – Individually identifiable health information that is transmitted or maintained by electronic media or transmitted or maintained in any other form or medium

Individually Identifiable Health Information – Health information which includes demographic information that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual and that identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual